

SD State Library Board
September 20, 2006
5:30 – 7:30pm
Minutes

Members Present: Eric Abrahamson, Warren Wilson, Dorothy Liegl, Roy Burr, Linda Whitney, Linda Daugaard

Member Not Present: Stephanie Charging Eagle, Richard Van Bank

Also Present: Quynn Verhelst, Jasmine Rousey, Mary Bushing

Call to order – Eric Abrahamson
Introductions and welcome

Report of the Chair – Eric Abrahamson

Report on SDLN – Warren Wilson

Executive Committee has conducted a nationwide search and have been conducting interviews. No offer has been made yet.

On July 1st, 2006 SDLN had authorization to hire two FTE:

1. Oracle DBA – this is a senior level position. Will not be advertising this position until the director position is filled
2. Trainer – Currently working through the process of advertising this position.

At the May Advisory Council meeting the Advisory council voted to hire an administrative assistant on a temporary basis until permanent authorization is obtained. This position has been advertised.

Progress over the last five months: 1) the staff have caught up on some of the batch loading on Marcive and other projects; 2) SFX/MetaLib is up and running for 13 libraries; additional SUN equipment (hardware, memory, and disk drives) was purchased which allowed us to separate our production from our test environment. When we move the version 18 in the next year it will allow us to have mirror images of our catalog.

We have a new Advisory Council Chair, Ronelle Thompson of Augustana College and a new Executive Committee Member, Colleen Smith of Huron Public Library. There was a three way tie for the other open position on the Executive Committee.

Report of State Librarian – Dorothy Liegl

Introduction of Mary Bushing. Mary discussed the workshops held around the state. Mary emphasized that publicity should be about what is coming up and what the state library is and will be offering instead of what will be discontinued.

Unfinished business:

State Library Transition – Dorothy Liegl

- **N Collection Dispersion** Art collection transferred to Northern State University
- **Recommended Guidelines for Dispersion** – We are moving about 100,000 volumes. We have very loose guidelines that were suggested by Mary Bushing in her report. ([See Recommended Guidelines for Dispersion of State Library Collections](#)) A MOTION WAS MADE by Linda Daugaard, seconded by Warren Wilson to adopt the dispersion guidelines. MOTION CARRIED
- **TIE Contract** – The South Dakota State Library will be paying for MaryLou McGirr's contract. MaryLou's role is to keep us moving forward, to help us set reasonable time lines and goals, to help us develop strategies. She will be visiting the library either personally or electronically at least twice a month for progress reports. At times she will be working with groups of the staff rather than just the management team.
 - **Report from MaryLou McGirr**
 - **Transition Plan**

Policies

Collection Development Policy – Action Item (attached)

This policy was developed with extensive input from Mary Bushing and defines how we are going to refocus what the State Library collects. Basically what the collection development policy says is that we are going to collect in five areas:

- Reference materials for the reference collection.
- Native American materials related to the tribes of the upper mid-west and particularly the Lakota, Dakota, Nakota. Non-fiction.
- South Dakota materials that are non-fiction about South Dakota.
- Braille and Talking Book collection
- Materials that support state government

Teen site controversy overview and discussion on State Web site Disclaimer and Limitation of Liability. (Please see [state web site policy](#))

A MOTION WAS MADE by Linda Whitney, seconded by Linda Daugaard to direct staff to post the collection development policy on the SDSL website for public comment and Dorothy to forward a copy to Dr. Melmer for comment by the Governor..

Internet Use Policy – Action Item

(see [Internet Use Policy](#))

A MOTION WAS MADE by Linda Whitney, seconded by Roy Burr to adopt the internet use policy. MOTION CARRIED

New Business:

Growth chart project overview – Jasmine Rousey

Reviewed the purpose and development of the growth charts and brochure. The developmentally appropriate books are taken from a 100 favorite books list compiled by

children's and young adult librarians. A growth chart and brochure will be included in Bright Start packets that are distributed to every newborn.

Budget for FY08 – Dorothy Liegl

Four projects were requested, but only two made it into the budget request. The most important one is the Dakota Digital Libraries. This would provide funding for the 1st step toward getting all the libraries with electronic catalogs connected. Included in that request is money to pay for every school library to be a remote access member of SDLN. Libraries that are already full members would get a discount. Even if this does not get funded, the State Library is encouraging schools to seriously consider becoming remote members because it will improve interlibrary loan. The reason this request was made is because Dr. Melmer came to SDLN and asked how much it would cost to get the school libraries all included in SDLN. This would also provide some extra money that could be used to buy databases that directly support K-12 education.

Report of task force on electronic resources – Julie Erickson

WebEx presentation. (See [South Dakota State Library Electronic Resources Task Force Database Recommendations Report](#)) Nine different databases were trialed and the top three were selected: America's Newspapers, Learning Express Library, and Gale Virtual Reference Library. Discussion on Rapid City Journal.

A MOTION WAS MADE by Roy Burr, seconded by Linda Daugaard to adopt Newsbank option A(3yr quote), Learning Express, and Gale option B(6 subject areas). MOTION CARRIED.

Grants

LSTA Grant Request – See [LSTA Grant request](#)

A MOTION WAS MADE by Roy Burr, seconded by Linda Daugaard to approve LSTA grant for South Dakota Library Association. MOTION CARRIED.

Gates Grant Requests – See [Gates Grant requests](#) – Also included is Grace Balloch Memorial Library - not listed.

A MOTION WAS MADE by Linda Daugaard, seconded by Roy Burr to approve Gates Grants. MOTION CARRIED

Dates for future meetings

Early December – Pierre, DDN, or conference call – 12/1/06?

January 17, 2007 – day after SDLA Legislative Day

April – during National Library week

Mid-July – (10th)

October during SDLA – Watertown (possible 1st week)

Early December

Adjourn 7:45 p.m. MT

RECOMMENDED GUIDELINES

FOR DISPERSION OF STATE LIBRARY COLLECTIONS

The Management Team of the South Dakota State Library has discussed the possible guidelines for the dispersal of books and other materials that would be relocated to local libraries. The following guidelines are recommended to the Board for consideration:

1. The library must be funded with public tax dollars (state, county, city or school district)
2. The library must have an automated catalog that is Z 39.50 compliant to enhance the opportunities for future sharing
3. Libraries that are full members of SDLN or are currently using CatExpress or that sign an agreement to begin using CatExpress with in one year will have preference.
4. Libraries must sign an agreement that they will actively participate in interlibrary loan to assure that these materials continue to be accessible to the public
5. Materials transferred to the local library will become the property of that library. Duplicated materials or materials in poor condition do not need to be added to the local collection. Materials that cease to be useful may be weeded based on the local library's collection policy.
6. Public libraries that apply must be open to the public a minimum of 20 hours per week, provide free internet access to the public, and have a phone.
7. School libraries that apply must have a certified school librarian that is assigned to the library a minimum of 50% of the school day.

Adopted this day _____ of 2006 by the South Dakota State Library Board.

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South Dakota Web site

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PUBLIC INTERNET USE POLICY

MISSION STATEMENT

The South Dakota State Library provides leadership in promoting innovation and excellence in libraries. Consistent with the South Dakota State Library Mission Statement the Library provides Internet access for research and education.

SCOPE OF INTERNET ACCESS

It is the goal of the Library to provide the greatest possible access to the Internet within the limits of available resources because it offers a wealth of information that can be personally, professionally and culturally enriching. Library staff have identified specific starting points on the South Dakota State Library's home page for searches and links to sources on the Internet which are consistent with the Library's mission. Access to the Internet is compatible with the Library's endorsement of the Library Bill of Rights, the Freedom to Read, and the Freedom to View statements from the American Library Association. These documents are available upon request. All Internet resources accessible through the Library are provided equally to all library users.

INTERNET USE

The same principles that guide the use of other library resources apply to the use of the Internet. The Library expects customers to use the Internet in a responsible manner respecting the rights of others and Library rules of behavior. Use of the Internet is a privilege, not a right, and unacceptable use will result in suspension or cancellation of the privilege.

- Children's use of the Internet. As with other library materials and services, parents or legal guardians are responsible for the information selected or accessed by children. Parents should let their child know if there are materials, which they do not want him/her to use.
- Users will respect copyright laws and licensing agreements.
- Users must sign up to use the Internet and will use the terminal assigned by the library staff.
- **Access Sessions will be limited to one half hour per day unless otherwise authorized by the librarian.** Users must end their session and leave terminal when asked to do so by authorized library staff. Exception will be made for state employees doing state-related research.
- Research on the Internet or using library online resources is a priority use over other activities such as email or chat rooms.
- By mutual agreement, two persons may share one access session as long as their behavior or conversation does not disturb other users or library staff.

UNACCEPTABLE USE

Internet computers will not be used for illegal activity, to access illegal materials or to access materials which by local community standards would be obscene.

Examples of unacceptable use include, but are not limited to:

- Degrading or disrupting equipment or system performance
- Installation, downloading or modification of software
- Vandalizing the data of any other user
- Gaining unauthorized access to resources restricted files, or networks
- Users will respect the privacy of other users and will refrain from attempting to view or read material being used by others.
- Violating of Federal, State, or local law or regulations
- Use of sounds or visuals, which might be disruptive to others.
- Accessing material that is obscene, child pornography, or ‘harmful to minors’ (consistent with applicable state or local laws).

SANCTIONS FOR ABUSE OF INTERNET PRIVILEGES.

The first time an abuse of internet privileges is called to the attention of a patron, they will be warned that their activity is in violation of the acceptable use policy, should be discontinued immediately, and further violation will result in suspension of use privileges.

The second time an abuse is noted, the patron will be asked to terminate their access session and their use privilege suspended for the remainder of the day.

Gross and flagrant abuse will result in suspension of privileges for two weeks from the date of informing the patron of this action. Gross and flagrant abuse includes, but is not limited to, patrons who have had day privileges suspended three times. Two week suspension may be exercised by the State Librarian, Deputy State Librarian or Information Services Librarian upon finding that violation is sufficiently serious to warrant this action.

Patrons who persistently abuse Internet privileges and repeatedly are suspended for violations, will be permanently suspended from use of Internet terminals in the State Library by the State Librarian upon full investigation and documentation of all abuses and complaints.

Where access privileges are suspended or terminated, patrons will be given information concerning the process to protest the action and/or request that Internet access privileges be reinstated.

“Where access privileges are suspended or terminated, patrons will be given information concerning the process to protest the action and/or request that Internet access privileges be reinstated. This will include a written request for reconsideration directed to the State Library Board. The request will be considered at the next regularly scheduled library board meeting.”

The above change has to be discussed at the September Board meeting before we can make changes on the

- Web.

All violations of state, federal or local laws will be referred to appropriate legal authorities.

PRINTING AND DOWNLOADING

There is currently no charge for printing or downloading from Internet terminals. However, printing is limited to 25 pages per day. Exceptions to this policy may be made by the librarian where it is determined that a legitimate research need exists. At no time should obscene or pornographic literature be printed using State Library printers.

TRAINING

Staff is available to introduce Internet access and provide initial instructions on its use. To ensure the equitable delivery of all library services, the amount of time staff has available to provide

Internet instruction is limited.

NOTICE

This Public Internet Use Policy is posted adjacent to computer workstations used by customers to access the Internet and other library databases. The policy is also included with library card applications and is available on the South Dakota State Library Home page.

Warning:

Chat rooms may be dangerous.

Internet Policy, revised 8/2006

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South Dakota State Library Electronic Resources Task Force Database Recommendations Report

Background

The Electronic Resources Task Force was created in May 2006 at the request of the State Library Board. The task force is comprised of six members of the following library types:

- Large public
- Small public
- K-12 school library
- Regental university
- Non-regental university
- Government agency

The trials were set up to run June 2006. All the vendors were contacted and responded with trial access information. The Rapid City Journal was contacted but did not participate. Nine different databases were trialed—including American Newspapers, Learning Express Library, Gale Virtual Reference, Literary Reference Center, LitFinder, Art Museum Image Gallery, ReferenceUSA, Thomson-Gale Legal Forms, InfoTrac OneFile.

The trials were accessible from a single webpage on the state library site with all the login, database and evaluation information. They were publicized through the state library listservs, peer library communication and promotion among library contacts. The evaluations were filled out 269 times.

The evaluations were sorted by respondent type and sent back to the task force to rank the databases how they would benefit their service population. The rankings were then compiled and the task force met via conference call to determine the top three recommendations. The electronic Resources Task Force put a great deal of thought behind the selections and chose selections that would benefit not only their service population but the whole state.

The databases chosen are: America's Newspapers, Learning Express Library and Gale Virtual Reference Library.

America's Newspapers is the full electronic edition of record—meaning full text of all staff written articles; no wire or syndicated articles—of the Sioux Falls Argus Leader (1999-present) and the Aberdeen American News (2001-present). There is a demand for searchable, indexed back issues of local newspapers. America's Newspapers will provide research topics of local interest for K-12 libraries and schools. Public libraries will be able to utilize local newspapers to help patrons locate information on local businesses, obituaries, political and legislative information that isn't found in any other resource. The academic institutions will be able to utilize the newspapers for research topics at a local level, also using them to bring national topics down to a local level.

A larger portion of America's Newspapers was presented as Legislative Action by the South Dakota Library Association in 2006.

Individual libraries would be able to upgrade to the full collection of America's Newspapers at a dramatically reduced price.

	Option A	Option B
	3-year fixed price	5% annual increase
FY 2007	72,000.00	69,000.00
FY 2008	72,000.00	72,450.00
FY 2009	72,000.00	76,072.50

Learning Express Library will provide enhanced services to all types of libraries as well. Learning Express Library offers practice tests relevant from grade school to adulthood. They provide a wide range of practice tests—some of which are frequently stolen and which many libraries may only have one copy of. There is an unlimited number of users per test and remote access so during SAT season for example; a whole class or group can be using the practice tests at one time rather than just the first person to get the book.

Dr. Melmer has used Learning Express Library during the trials and has given the following statement:

“Learning Express Library features a wide assortment of tests that will benefit the citizens of our state. The program is easy to use and relevant to your learning needs. It would be an excellent resource for many South Dakota citizens.”

The capability of Learning Express Library to be used by all user groups is amazing—adults can use it for career improvement, continuing education; college students can use it for graduate school test preparation; high school students can use it for college entrance test preparation and remedial work; elementary school students can use it for math and reading diagnostic and practice tests.

Pricing:

	List Price	\$164,000
	Price with 3-year commitment-- 3.5% annual increase	
FY 2007	80000.00	
FY 2008	82800.00	
FY 2009	85698.00	

Gale Virtual Reference Library strongly supports the new mission of the South Dakota State Library. These electronic reference books will enable libraries that currently have limited reference resources to access a core reference collection online. They allow multiple users per book so entire classes can utilize a resource at the same time. Reference resources provide an overview of a subject that article/journal databases don't.

The larger collection provides a core reference collection which would be available to libraries and their users 24/7 both in and out of the library. These resources will help libraries provide better reference—in some cases may even be the only reference resources the libraries have at their disposal. The larger core collection is priced to be able to be purchased over a 3 year period with access to the whole collection from the first year.

The smaller collection will also provide reference resources, though only in two subject areas—Health/Medicine and History. The smaller collection can be expanded in the future.

Pricing:

	Option A	Option B
	2 subject areas	6 subject areas
Subjects	Health/Medicine History	Business Education History/Terrorism Law & Government Health/Medicine Science
Collection Total	24,742.00	90,962.00
Prompt payment discount 10%		-9,096.00
Annual hosting fee	3,800.00	4,500.00
FY 2007	28,542.00	31,788.67*
FY 2008	3,800.00	31,788.67*
FY 2009	3,800.00	31,788.67*
*includes annual hosting fee		

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Bill & Melinda Gates Foundation Staying Connected Grant

In March, 2005 the South Dakota State Library was awarded \$186,720 by the Bill & Melinda Gates Foundation for support of public access computing sustainability in public libraries. \$146,220 of the total grant was allocated to the replacement of computers, routers, and other equipment previously granted by the Bill & Melinda Gates Foundation (Phase I) and to further improvements in computing capacity (Phase II). To date, \$29,446.74 has been approved in grants to 13 public libraries.

Applications received:

<u>LIBRARY</u>	<u>Gates</u>	<u>SDSL</u>
Wage Memorial Library (Groton)	\$ 272.00	\$ 264.00

Presho Public Library	\$ 572.90	\$ 556.05
Madison Public Library	\$3131.40	\$3039.30
Faulk County Library (Faulkton)	\$ 430.10	\$ 417.45
Britton Public Library	\$1897.54	\$1841.75
Beresford Public Library	\$ 800.00	\$ 800.00
Tripp County Library (Winner)	\$ 892.00	\$ 892.00
Edgemont Public Library**	\$ 986.00	\$ 986.00
Total Requested	\$8981.94	\$8767.55

* * Additional information requested to determine if eligible for Phase I grant

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Library Services and Technology Act

Grant Requests

Sept. 20, 2006

One LSTA grant request was received for consideration. This request asks for funding to promote libraries in South Dakota — an activity which the recently accepted consultant's report encouraged. The matching funds proposed in this grant would not be eligible under federal guidelines because they represent funds already expended in support of this project. Federal requirements limit eligible match funds to be expended only after the approval of the project. The Board has the power to determine whether or not matching funds will be required. The State Library has sufficient funds available to meet the match requirements for the LSTA grant without requiring additional matching funds at this time.

Grant Request

South Dakota Library Association **\$10,388**

Funding to support airing to three additional flights of 30 second PSAs on eleven (11) radio stations statewide and 10 second PSAs on South Dakota Public Radio.

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